

CLASS DESCRIPTION

PROGRAM MANAGER I (5476)

PROGRAM MANAGER II (5477)

PROGRAM MANAGER III (5478)

PROGRAM MANAGER IV (5479)

The following is a Class Description. A Class Description provides information about the Nature of Work, Examples of Work and General Requirements for a classification in the Management Service or a classification in the Skilled or Professional Service in which all positions have been designated Special Appointments. Required Knowledge, Skills and Abilities; specific Minimum Education and Experience Requirements; Special Requirements; and recruitment and testing procedures are set by the using agency.

I. NATURE OF WORK:

Program Manager I-IV are managerial levels of work in the Management Services of the State Personnel Management System. Employees are responsible for directing programs unique to their agency's mission and operations and which are not found in other agencies. Employees have supervisory or managerial responsibility for the work of other employees in the Skilled or Professional Services.

Supervision is typically received from an Executive Service employee.

This classification series is limited to managers of programs which are unique to their agency. Managers of programs common to two or more agencies are classified in the Administrative Program Manager series or other specific occupational series such as Personnel Administrator. Classification levels within the Program Manager series are determined on the basis of modified factor comparison with other Program Manager positions of similar organizational placement and scope. Positions are evaluated using the Management Classification Factors: 1. Qualifications 2. Nature and Purpose of Personal Contacts 3. Nature of Recommendations, Commitments, Decisions and Conclusions 4. Creative Thought 5. Planning 6. Responsibility for Administration 7. Nature of Supervision Received.

II. EXAMPLES OF WORK: (Examples are illustrative only)

Directs and coordinates all activities of an agency program or programs such as a social services, health services or natural resources program which is unique to the agency and its mission;

II. EXAMPLES OF WORK: (cont'd)

Establishes overall policies and procedures for the program(s), oversees implementation and approves revisions;
Establishes program goals, standards and controls to meet program objectives;
Oversees and manages the personnel and financial resources of the program(s);
Develops short and long-range plans for program operations and resources;
Determines organizational structure and staffing needs of the program(s);
Oversees development and training of program staff;
Plans, coordinates, supervises and evaluates the work of subordinate supervisors;
Represent the department in a liaison capacity with managers and officials of other agencies concerning program activities;
Performs other related duties.

III. GENERAL REQUIREMENTS:

Specific educational and experience requirements are set by the agency based on the essential job functions assigned to the position.

DATE ADOPTED: October 1, 1996

Class descriptions broadly define groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED: _____
Director, Division of Salary Administration
and Position Classification

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